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**2018-19 APPLICATION FOR BASE FUNDING**

**INTERIM RESOURCE MANAGEMENT ASSISTANCE**

To expedite the processing time for Interim Resource Management Assistance (IRMA) Program Base Funding, please ensure that **all sections of this application form are completed** and that the information included is detailed and comprehensive.

The application deadline is **Friday, April 13, 2018.** Once completed, please print, sign and scan the funding application, then return it (along with a copy/paste enabled version) by email to [IRMA@gov.nt.ca](mailto:IRMA@gov.nt.ca).

The IRMA Program Proposal Guidelines contain important information about how to apply for this funding. In particular, section 1.2 – Scope provides a description of activities suitable for base funding. Section 2.2 outlines expenditures that are eligible for base funding. Please review the guidelines prior to completing the application form.

Base funding will be allocated according to the chart in Appendix 1 of the IRMA Program Proposal Guidelines. The source for Band Populations: AANDC Band Registrations, January 2014. The source for Metis Populations: “Community Population Estimates by Detailed Ethnicity”, NWT Bureau of Statistics, July 1, 2014. Should there be a discrepancy regarding population, membership numbers will be considered.

**Section 1: Funding Recipient Information**

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| Organization Information |
| Organization Name:  Mailing Address:  Community: Postal Code: |
| Contact Person’s Information |
| Name:  Position Title:  Email:  Phone Number: Cell Number (optional):  Fax Number: |

**Section 2: Organization Details**

**What is the purpose of your organization and how will members of your organization benefit from IRMA base funding?**

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**Provide an organization chart, describing officers, board members, or executive directors. If you do not have an org chart, you can provide this information in a list.**

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**Section 3: Land and Resource Activities in your Region**

**List all land and resource activities in your region (also include activities not addressed by the IRMA Base funding you receive).**

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**Section 4: Objectives**

Please describe the objectives of the work to be supported. For each applicable category, include what the funding will pay for or offset (e.g. salaries, participation in regulatory processes, relevant travel, services including consultant fees, etc.). The information included must be **detailed and comprehensive.**

**A. Salaries (eg: expenses related to resource management staff responsibilities)**

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**B. Capacity Building (eg: attending workshops or training sessions)**

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**C. Environmental Assessment and/or Regulatory Processes (eg: expenses related to hiring technical experts or consultants, legal fees)**

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**D. Office Expenses / Materials and Supplies / Administration (see guidelines for spending limits and eligible expenses)**

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**Section 5: Financial**

Using the information provided in Section 4, provide a breakdown of costs associated with expenses previously identified. If desired, you can provide the total cost and the portion IRMA funding will offset/pay for.

The Base Funding amount can be found in the chart in Appendix 1 of the IRMA Program Proposal Guidelines.

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| **Base Funding Amount:** Click here to enter text. | | |
| Category | IRMA Offset | TOTAL Expense |
| **A. Salary** |  |  |
| **B. Capacity Building** |  |  |
| **C. Regulatory/Environmental Assessment** |  |  |
| **D. Office Expenses / Materials and Supplies / Administration** (see guidelines for limits and eligible expenses) |  |  |
| **TOTAL EXPENSES (A+B+C+D):** |  |  |

**Section 6: Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete.

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| **Name (printed):** |  |
| **Title:** |  |
| **Signature:** |  |
| **Date:** |  |